Office of the Chief Financial Officer

P R O G R A M

Integrated Financial Management Program

Core Financial

Course Name: Customer Payment Processing

XRC Data Packet

National Aeronautics and
Space Administration

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TOPIC 2: Record Down Payments and Other Identified Unbilled Payments

ACTIVITY 1: Record Down Payments and Applicable Statistical Charges

The information associated with a customer payment has been reviewed and was determined to be a down payment. The down payment must be recorded in SAP as well as the applicable statistical costs/charges.

Record Down Payments and Applicable Statistical Charges:

FIELD	DATA
Transaction Code	F-29
Document Date	(Current Date)
Company Code	NASA
Currency/Rate	USD
Doc. Header Text	Down Payment for ITD2002A
Account	100110
Special G/L Indicator	A
Account	1010.1000
Business Area	22
Amount	15,980.00
Text	Down Payment for ITD2002A
Screen Change	**Enter**
Amount	15,075.00
Business Area	22
Fund Center	22-PRC
Fund	HSF412002R
Sales Doc	*See CPP Supplemental Data Sheet*
Text	Cost Basis
Screen Change	**New Item**
Amount	905.00
Funds Center	22-PRC
Sales Doc	*See CPP Supplemental Data Sheet*
Fund	HSF412002R
Text	Reimbursable Travel

NOTE: To complete activity, refer to the Record Down Payment and Included Statistical Charges/Costs user procedure within the OLQR.

ACTIVITY 2: Apply Payment Received Information for Other Identified Payments

A payment has been received and analysis has determined that it is not a down payment nor is it associated with an open item. The payment has been identified as an unbilled amount. Record the payment received in SAP. Note: The type of unbilled payment to record and what accounts to hit (e.g., Miscellaneous Receipts, Appropriations, etc.) must be determined.

Apply Payment Received Information for Other Identified Payments:

FIELD	DATA
Transaction Code	F-04
Document Date	Current date
Company Code	NASA
Currency/Rate	USD
Doc. Header Text	Pymt Rec'd -Unbilled Amt
Clearing Text	Payment Received for Unbilled Amount
Posting Key	40
Account	1010.4100
Screen Change	**Enter**
Amount	733.00
Funds Center	22-GRC
Fund	NON3220
Text	Payment Received for Unbilled Amount
Pop-up Screen	**More**
Business Area	22
Screen Change	**Enter**
Posting Key	50
Account	5900.0000
Screen Change	**Enter**
Amount	733.00
Funds Center	22-GRC
Fund	NON3220
Text	Payment Received for Unbilled Amount
Pop-up Screen	**More**
Business Area	22
Screen Change	**Enter**
Posting Key	40
Account	5990.0000
Screen Change	**Enter**
Amount	733.00
Funds Center	22-GRC

Fund	NON3220
Text	Payment Received for Unbilled Amount
Pop-up Screen	**More**
Business Area	22
Screen Change	**Enter**
Posting Key	50
Account	2980.0000
Screen Change	**Enter**
Amount	733.00
Funds Center	22-GRC
Fund	NON3220
Text	Payment Received for Unbilled Amount
Pop-up Screen	**More**
Business Area	22

*****Please Make Note: Posting Document Number: _____*****

NOTE: To complete activity, refer to the Apply Payment Received Information user procedure within the OLQR.

TOPIC 3: Apply Payments to Open Items

ACTIVITY 1: Post Payments – Payment is Not Equal to Receivable (Pay Less Receivable)

A partial payment has been received and analysis has determined that the collection is for an open item. The payment must be recorded against the open item in SAP.

Post Payments – Payment is Not Equal to Receivable (Pay Less Receivable):

FIELD	DATA
Transaction Code	F-28
Document date	Current Date
Company Code	NASA
Currency	USD
Account (GL)	1010.4100
Business Area	22
Amount	$100
Account	*See CPP Supplemental Data Sheet*
Residual Item	400
Text	Residual Invoice Created

*****Please Make Note: Posting Document Number: _____*****
(Will be used in Topic 5 Activity 1)

NOTE: To complete activity, refer to the Post Payments – Payment is Not Equal to Receivable user procedure within the OLQR.

TOPIC 4: Process/Record Unidentified Payments Received and Their Subsequent Reversal

ACTIVITY 1: Post Payment Received to a Suspense Account

A payment has been received for which neither a customer nor the purpose of the payment can be readily identified. The payment must be posted to the suspense account for further analysis.

Post Payment Received to a Suspense Account:

FIELD	DATA
Transaction Code	FB50
Document Date	Current Date
Short Text	Unknown Payment
Doc Type	SA
G/L Account (i.e. Debit)	1010.4100
Select D or C	Debit
Amount in Doc. Curr.	1250.00
Text	Unknown Payment
Business Area	22
Funds Center	22-GRC
Fund	NON3875
G/L Account (i.e. Credit)	2400.0000
Select D or C	Credit
Amount in Doc. Curr.	1250.00
Text	Unknown Payment
Business Area	22
Funds Center	22-GRC
Fund	NON3875
PARK/POST	**PARK/POST**

*****Please Make Note: Posting Document Number: _____*****
(Will be used in Topic 4 Activity 2)

NOTE: To complete activity, refer to the Post Payment Received to a Suspense Account user procedure within the OLQR.

ACTIVITY 2: Reverse Suspense Account Posting

Analysis has been performed on an unidentified payment that was posted to the suspense account. The purpose of the payment has been identified. The suspense account posting must be reversed

Reverse Suspense Account Posting:

FIELD	DATA
Transaction Code	FB08
Document Number	Document number from Topic 4 Activity 1
Company Code	NASA
Fiscal Year	2002
Reversal Reason	01

NOTE: To complete activity, refer to the Reverse Payment Only user procedure within the OLQR.

TOPIC 5: Reset/Reverse and Reverse Only Payment

ACTIVITY 1: Reset/Reverse Payment Posting

A customer sent a payment against an open item and, after the payment was posted and cleared, the check was returned because of Non-Sufficient Funds (NSF). Reset and reverse the payment in SAP. The previously cleared receivable is now an open item again.

Reset and Reverse Payment:

FIELD	DATA
Transaction Code	FBRA
Clearing Document	Use document number from previous activity
Company Code	NASA
Reason Code	Z4
Reversed Document Number	

NOTE: To complete activity, refer to the Reset and Reverse Payment user procedure within the OLQR.

ACTIVITY 2: Reverse Only Payment Posting

A payment for an unbilled amount was posted. The check was returned because of Non-Sufficient Funds (NSF) and the payment was reversed. However, the receivable is not automatically created. If the customer is not in SAP, the Customer Payment Processor must notify the Customer Maintainer to create the customer and then he/she or the Receivables Processor must create the receivable (invoice). Note: Customer and receivables for the reverse only activity are covered in another course.

Reverse Payment Posting Only:

FIELD	DATA
Transaction Code	FB08
Document No.	Document from Topic 2 Activity 2
Company Code	NASA
Fiscal Year	2002
Reversal Reason	Z4
Posting Date	Current Date

Note: Document No. = Posting Document Number from Topic 3, Activity 1.

*****Please Make Note: Posting Document Number: _____*****

NOTE: To complete activity, refer to the Reverse Payment Only user procedure within the OLQR.